

**Question #1:** Regarding the table immediately following the Standard Form 1449, would you please let me know what performance period this is for, i.e., base year, option 1, etc... It does not indicate and there is only one table, not three, to support base plus both option years. I don't want to assume it is only for the Base Period of Performance.

Answer #1: The table immediately following the Standard Form 1449 references the base year.

**Question #2:** How many people travel on average at one given time? I would like to be able to inform properties what the average number of guests is that they can anticipate at one time.

Answer #2: It is not possible to provide an average of travelers within an official USG delegation. Each official USG delegation is unique in both its composition and objective(s). In addition, official USG Cabinet-level delegations travel with significantly higher numbers of participants and support staff; all of which is determined by many decision-making entities that operate independently of the U.S. Embassy in Tel Aviv.

**Question #3:** For each table on pages 5, 6 & 7 in the SOW, there is a line for "Conference Hall":

- A. On average how many conference rooms do you require per task order?
- B. How many individuals should the conference room(s) be able to accommodate?
- C. What room type set-up do you prefer (boardroom, theater, etc...)?

Answer#3:

- A. Needs in relation to conference/meeting rooms are articulated by the official USG delegation either in advance of or during travel. When articulated in advance of travel, we will seek the best option(s) available to meet/exceed the need. When articulated during travel (while in-country), we determine available options either within the selected property or externally. Two (2) conference/meeting rooms constitute the average requirement.
- B. Since each official USG delegation is unique, interested bidders should be prepared to accommodate a wide variety of options and requests, including conference/meeting rooms with varying occupancy levels. Past experiences demonstrate occupancy needs ranging from 12 to 200 individuals.
- C. There is no preference, but rather the requirement to satisfy the need(s) as articulated by the official USG delegation. Interested bidders should be prepared to accommodate a wide variety of options and requests.

**Question #4:** When do you anticipate the start date for the base year period of performance?

Answer #4: We anticipate the start date for the base year period to commence before the conclusion of fiscal year 2014.

**Question #5:** Will the venue be required to invoice the Government monthly based on stays? Page 21 addresses payment, but not frequency.

Answer #5: The frequency will be determined in a manner that best supports the needs of the hotel and Financial Management Center of the U.S. Embassy in Tel Aviv. Normally, billing commences immediately after departure.

**Question #6:** The tables for base plus option years on pages 5,6 & 7, indicate “suites”. Are you requiring separate sleeping and living space, kitchenette, other? Please clarify.

Answer #6: We encourage properties to present bids that demonstrate a wide variety of room options and amenities. Hotel rooms for official USG delegations and USG Cabinet-level officials must be commensurate with the stature of the individuals forming the delegation.

**Question #7:** Throughout many years the US Embassy used to work on a per diem rate. Has something changed?

Answer #7: No. The General Services Administration ([www.gsa.gov](http://www.gsa.gov)) establishes per diem rates worldwide, and the Federal Travel Regulations provide guidance on their application in various relevant scenarios.

**Questions #8:** Is this a follow-on requirement? If so, could you please provide the incumbent contract number for this opportunity? If not, is this a new requirement?

Answer #8: This is not a follow-on requirement. This is a new requirement.